

ACA Register for an Account

The Department of Licensing and Regulatory Affairs (LARA) is in the process of converting to an electronic plan review system. The plans will have to be submitted through the Accela Citizen Access (ACA). The following information will walk you through the process to become an ACA user.

A Public user that does not have a login, should select the link to 'Register for an Account'. In the image below the link is highlighted in yellow.

The screenshot shows the LARA Citizen Portal website. The header includes navigation links: Home, Search, New, and Schedule. The LARA logo and the text 'Department of Licensing and Regulatory Affairs' are prominently displayed. Below the header, there are links for Announcements, Accessibility Support, Register for an Account, and Login. A search bar is located on the right side of the page. The main content area is titled 'Welcome to the LARA Citizen Portal' and provides information about the portal's purpose and the need to register for an account. On the right side, there is a 'Login' section with fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the login section, there are links for 'I've forgotten my password' and 'Register for an Account', with the latter link highlighted in yellow. The main content area also features a section titled 'What would you like to do today?' with a list of services: General Information, Licenses, Permits, Boiler, and Plan Review, each with its own set of sub-links.

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Welcome to the LARA Citizen Portal

LARA is pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

For detailed instructions on registering for an account, click here.

What would you like to do today?
To get started, select one of the services listed below:

General Information <ul style="list-style-type: none">Lookup Property InformationSearch for a Exam/Education ProviderSearch for a Licensee	Licenses <ul style="list-style-type: none">Track & Renew Licenses
Permits <ul style="list-style-type: none">Search ApplicationsRequest an Inspection	Boiler <ul style="list-style-type: none">Search Applications
Plan Review <ul style="list-style-type: none">Search Applications	

Login

User Name or E-mail:


Password:

[Login »](#)

☐ Remember me on this computer


[I've forgotten my password](#)
[Register for an Account](#)

After the 'Register for an Account' link is clicked, the Account Registration screen displays. To move forward from this screen, after reading the LARA Systems Use Notification you will click the yellow highlighted check box and click the Continue Registration button.

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Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

LARA Systems Use Notification
The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.
Systems users are prohibited from using any assigned or entrusted






☐ I have read and accepted the above terms.


[Continue Registration »](#)

The next screen will ask you to enter information to become a user. If the user name or email address is already used by the system, a message will display to the user to enter something different. There is a configuration option to enter your own security question or select one from a select box. Under the Contact Information section, you will need to select "Add New" button.

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**Account Registration Step 2:
Enter Your Account Information**

* indicates a required field.


Login Information


* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:

* Enter Security Question: 

* Answer: 

Mobile Phone:




☐ Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

Add New

Enter the words below



Continue Registration »

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Once the Add New button is selected, you will be prompted to Select Contact Type. Once you have selected a contact type click "Continue".

The screenshot displays the LARA (Department of Licensing and Regulatory Affairs) website interface. The top navigation bar includes links for Home, Search, New, and Schedule, along with the MI.gov logo. The main header features the LARA logo and the department's name. Below the header, there are links for Announcements, Register for an Account, and Login. A search bar is also present.

The main content area is titled "Account Registration Step 2: Enter Your Account Information". It includes a section for "Login Information" with fields for User Name, E-mail Address, Password, and Type Password Again. A "Mobile Phone" field is also present. Below these fields is a checkbox for "Receive SMS Messages".

A modal window titled "Select Contact Type" is open, showing a dropdown menu with the following options: Individual, Organization, and Owner/Parent Corp. The "Continue" button is highlighted in orange.

The "Contact Information" section is partially visible at the bottom, with a note: "Choose how to fill in your contact information." and an "Add New" button.

Next the Contact Information screen displays. The “Add Additional Contact Address” button, allows you to enter multiple addresses.

The screenshot shows the LARA (Michigan Department of Licensing and Regulatory Affairs) website. The header includes navigation links: Home, Search, + New, and Schedule. The LARA logo and name are prominently displayed. Below the header, there are links for Announcements, Register for an Account, and Login. A search bar is also present.

The main content area displays the "Contact Information" form. The form includes fields for:

- Individual/Organization: --Select--
- Preferred Channel: --Select-- (with a dropdown menu showing options: Email, E-mail, Fax, Home Phone, Mobile Phone, Phone, Postal Mail, Work Phone)
- First: [Text Field]
- Last: [Text Field]
- Name of Business: [Text Field]
- Home Phone: [Text Field]
- Work Phone: [Text Field]
- Mobile Phone: [Text Field]
- Fax: [Text Field]
- E-mail: [Text Field]

Below the contact information fields, there is a section for "Contact Addresses". It features an orange button labeled "Add Additional Contact Address". Below the button, it says "To edit a contact address, click the address link." and "Showing 0-0 of 0".

	Address Type	Recipient	Address	Status	Start Date	End Date	Action
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The bottom of the form shows a "Contact Information" label.


Clicking the Additional Address button will display, the Contact Address Information. Once you have entered your additional address click save and close or click add another address.

The screenshot shows the LARA (Michigan Department of Licensing and Regulatory Affairs) website. The header includes navigation links: Home, Search, New, and Schedule. The LARA logo and name are prominently displayed. Below the header, there are links for Announcements, Register for an Account, and Login. A search bar is also present.

The main content area displays two overlapping forms. The top form is titled "Contact Information" and includes fields for Individual/Organization, Preferred Channel, First, and Last. The bottom form is titled "Contact Address Information" and includes fields for Address Type, Street # (start), Street Name, Street Type, Direction, City, State, and ZIP Code. Below these forms are three buttons: "Save and Close", "Save and Add Another", and "Clear". A link "Discard Changes" is also visible.

At the bottom of the page, there is a table with the following columns: Address Type, Recipient, Address, Status, Start Date, End Date, and Action. The table is currently empty, showing "Showing 0-0 of 0".

Once the address is entered and the “Save and Close” button is selected, the new address displays at the bottom of the Contact Information screen. Click “Continue” to proceed.

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Account

Enter Your

Login Information

User Name

Jayden

E-mail Address

jayden@sol.com

Password

Type Password

Enter Security

My older ID

Answer Question

Post

Mobile Phone

Receive

Contact Information

Name of Business:

Home Phone:

Work Phone:

Mobile Phone:

Fax:

* E-mail:

Jayden@sol.com

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

✔ Contact address added successfully.

Showing 1-1 of 1


Address Type	Recipient	Address	Status	Start Date	End Date	Action
Business		123 Jean ST, Lansing MI 48917 United States	Active			Actions ▼

Continue

Clear


Discard Changes

After you have entered your contact information, at the bottom of the page you will enter the CAPCHA question and click the “Continue Registration” button.

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**Account Registration Step 2:
Enter Your Account Information**

* indicates a required field.


Login Information


* **User Name:** 
Jayden

* **E-mail Address:**
Jayden@aol.com

* **Password:** 

* **Type Password Again:**

* **Enter Security Question:** 
My older brother

* **Answer:** 
Jayce

Mobile Phone:

☐ Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

jayden@aol.com
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses




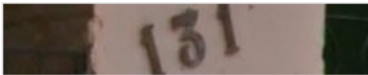
Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Business		123 Jean ST, Lansing MI 48917 United States	Active			Actions ▼

Enter the words below



Continue Registration »

You will receive a successfully created screen with all the data you have entered. If you click “Login Now” at the bottom, it will take you to the Accela Citizen Access screen.

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Your account has been successfully created.

Congratulations. You have successfully created an account with the Agency. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name:

josiecorey

E-mail:

test@accela.com

Password:

Security Question:

what is the name of your dog?

Mobile Phone:

Receive SMS Message:

NO

Contact Information

Josie Corey

test@accela.com

Home Phone:

111-222-3333

Work Phone:

Mobile Phone:

Mobile Phone:

Preferred Method of Contact:

Email

Contact Address List


Contact Addresses


Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 horsetrail WAY, wake forest NC 27587 United States	Active			


Login Now

This is what the Accela Citizen Access screen looks like.


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**LARA**
Department of Licensing and Regulatory Affairs

[Announcements](#) [Logged in as: Jayden](#) [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)



Hello, Jayden

[Action Required \(0\)](#)  [- Hide](#)


There are no actionable items which need your attention right now.

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress  [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				